Times of Bennett

ADOBE® INDESIGN® CS6 KEYBOARD SHORTCUTS

APPLICATION MENU

Preferences: General... : Cmd+K

FILE MENU

Browse in Bridge... : Opt+Cmd+O
Close : Cmd+W
Document Setup... : Opt+Cmd+P
Export... : Cmd+E
File Info... : Opt+Shift+Cmd+I
New: Document... : Cmd+N
Open... : Cmd+O
Package... : Opt+Shift+Cmd+P
Place... : Cmd+D
Print... : Cmd+P
Save : Cmd+S
Save As... : Shift+Cmd+S
Save a Copy... : Opt+Cmd+S

EDIT MENU

Clear : Cmd+Delete, Default: Del
Copy : Cmd+C
Cut : Cmd+X
Deselect All : Shift+Cmd+A
Duplicate : Opt+Shift+Cmd+D
Edit in Story Editor : Cmd+Y
Find Next : Opt+Cmd+F
Find/Change... : Cmd+F
Paste : Cmd+V
Paste Into : Opt+Cmd+V
Paste in Place : Opt+Shift+Cmd+V
Paste without Formatting : Shift+Cmd+V
Quick Apply... : Cmd+Return
Redo : Shift+Cmd+Z
Select All : Cmd+A
Spelling: Check Spelling... : Cmd+I
Step and Repeat... : Opt+Cmd+U
Undo : Cmd+Z
Update Content : Ctrl+Cmd+F5

LAYOUT MENU

First Page : Shift+Cmd+Page Up
Go Back : Cmd+Page Up
Go Forward : Cmd+Page Down
Go to Page... : Cmd+J
Last Page : Shift+Cmd+Page Down
Left Spread Presentation Mode: Left Arrow
Next Page : Shift+Page Down, Text: Shift+Page Down
Next Spread : Opt+Page Down,
Next Spread Presentation Mode : Space, Down Arrow, Return, Page Down
Pages: Add Page : Shift+Cmd+P
Previous Page : Shift+Page Up, Text: Shift+Page Up
Previous Spread : Opt+Page Up,
Previous Spread Presentation Mode: Shift+Space, Presentation Mode: Delete, Presentation Mode: Up Arrow, Presentation Mode: Page Up
Right Spread Presentation Mode: Right Arrow

TYPE MENU

Create Outlines : Shift+Cmd+O
Create outlines without deleting text : Opt+Shift+Cmd+O
Hide Hidden Characters : Opt+Cmd+I
Insert Break Character: Column Break Text: Enter
Insert Break Character: Forced Line BreakText: Shift+Return
Insert Break Character: Frame Break Text: Shift+Enter
Insert Break Character: Page Break Text: Cmd+Enter
Insert Special Character: Hyphens and Dashes: Nonbreaking Hyphen Text: Opt+Cmd+-
Insert Special Character: Markers: Current Page NumberText: Opt+Shift+Cmd+N
Insert White Space: Em Space Text: Shift+Cmd+M
Insert White Space: En Space Text: Shift+Cmd+N
Insert White Space: Nonbreaking Space Text: Opt+Cmd+X
Insert White Space: Thin Space Text: Opt+Shift+Cmd+M
Notes: Notes Mode Text: Cmd+F8
Tabs : Shift+Cmd+T
Track Changes: Next Change Text: Cmd+Page Down
Track Changes: Previous Change Text: Cmd+Page Up

OBJECT MENU

Arrange: Bring Forward : Cmd+]
Arrange: Bring to Front : Shift+Cmd+]
Arrange: Send Backward : Cmd+[
Arrange: Send to Back : Shift+Cmd+[
Clipping Path: Options... : Opt+Shift+Cmd+K
Effects: Drop Shadow... : Opt+Cmd+M
Fitting: Center Content : Shift+Cmd+E
Fitting: Fill Frame Proportionally : Opt+Shift+Cmd+C
Fitting: Fit Content Proportionally : Opt+Shift+Cmd+E
Fitting: Fit Content to Frame : Opt+Cmd+E

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KEYBOARD SHORTCUTS

Fitting: Fit Frame to Content : Opt+Cmd+C
Group : Cmd+G
Hide : Cmd+3
Lock : Cmd+L
Paths: Make Compound Path : Cmd+8
Paths: Release Compound Path : Opt+Shift+Cmd+8
Select: Container : Escape
Select: Content : Shift+Escape
Select: First Object Above : Opt+Shift+Cmd+]
Select: Last Object Below : Opt+Shift+Cmd+[
Select: Next Object Above : Opt+Cmd+]
Select: Next Object Below : Opt+Cmd+[
Show All on Spread : Opt+Cmd+3
Text Frame Options... : Cmd+B
Transform Again: Transform Sequence Again: Opt+Cmd+4
Transform: Move... : Shift+Cmd+M
Ungroup : Shift+Cmd+G
Unlock All on Spread : Opt+Cmd+L

TABLE MENU

Cell Options: Text... Tables: Opt+Cmd+B
Delete: Column Tables: Shift+Delete
Delete: Row Tables: Cmd+Delete
Delete: Table [none defined]
Insert Table... Text: Opt+Shift+Cmd+T
Insert: Column... Tables: Opt+Cmd+9
Insert: Row... Tables: Cmd+9
Select: Cell Tables: Cmd+/
Select: Column Tables: Opt+Cmd+3
Select: Row Tables: Cmd+3
Select: Table Tables: Opt+Cmd+A
Table Options: Table Setup... : Opt+Shift+Cmd+B

VIEW MENU

Actual Size : Cmd+1
Display Performance: Clear Object-Level Display Settings : Shift+Cmd+F2
Display Performance: Fast Display : Opt+Shift+Cmd+Z
Display Performance: High Quality Display : Ctrl+Opt+Cmd+H
Display Performance: Typical Display : Opt+Cmd+Z
Entire Pasteboard : Opt+Shift+Cmd+0
Extras: Hide Conveyor : Opt+B
Extras: Show Frame Edges : Ctrl+Cmd+H
Extras: Show Text Threads : Opt+Cmd+Y
Fit Page in Window : Cmd+0
Fit Spread in Window : Opt+Cmd+0
Grids & Guides: Hide Baseline Grid : Opt+Cmd+'
Grids & Guides: Hide Guides : Cmd+;
Grids & Guides: Lock Guides : Opt+Cmd+;
Grids & Guides: Show Document Grid : Cmd+'
Grids & Guides: Smart Guides : Cmd+U
Grids & Guides: Snap to Document Grid : Shift+Cmd+'
Grids & Guides: Snap to Guides : Shift+Cmd+;
Hide Rulers : Cmd+R
Overprint Preview : Opt+Shift+Cmd+Y
Screen Mode: Presentation : Escape, Default: Shift+W
Screen Mode: Set Background to Black : B
Screen Mode: Set Background to Gray : G
Screen Mode: Set Background to White : B
Structure: Show Structure : Opt+Cmd+1
Zoom In : Cmd+=, Default: Cmd+Num +
Zoom Out : Cmd+-, Default: Cmd+Num -

WINDOW MENU

Arrange: Minimize : Cmd+M, Default: Ctrl+Cmd+M
Color: Color : F6
Color: Swatches : F5
Control : Opt+Cmd+6
Effects : Shift+Cmd+F10
Info : F8
Interactive: SWF Preview : Shift+Cmd+Return, Default: Shift+Cmd+Enter
Layers : F7
Links : Shift+Cmd+D
Object & Layout: Align : Shift+F7
Output: Preflight : Opt+Shift+Cmd+F
Output: Separations Preview : Shift+F6
Pages : Cmd+F12, Default: F12
Stroke : Cmd+F10, Default: F10
Styles: Character Styles : Shift+Cmd+F11qq
Styles: Object Styles : Cmd+F7
Styles: Paragraph Styles : Cmd+F11, Default: F11
Text Wrap : Opt+Cmd+W
Type & Tables: Character : Cmd+T
Type & Tables: Glyphs : Opt+Shift+F11
Type & Tables: Index : Shift+F8
Type & Tables: Paragraph : Opt+Cmd+T
Type & Tables: Table : Shift+F9
Utilities: Scripts : Opt+Cmd+F11

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KEYBOARD SHORTCUTS

TEXT AND TABLES

Align center : Shift+Cmd+C
Align force justify : Shift+Cmd+F
Align justify : Shift+Cmd+J
Align left : Shift+Cmd+L
Align right : Shift+Cmd+R
Align to baseline grid : Opt+Shift+Cmd+G
Apply bold : Shift+Cmd+B
Apply italic : Shift+Cmd+I
Apply normal : Shift+Cmd+Y
Auto leading : Opt+Shift+Cmd+A
Auto-hyphenate on/off : Opt+Shift+Cmd+H
Clear Tables: Delete
Decrease baseline shift Text: Opt+Shift+Down Arrow
Decrease baseline x 5 Text: Opt+Shift+Cmd+Down Arrow
Decrease kerning/tracking Text: Opt+Shift+Left Arrow, Text: Opt+Left Arrow
Decrease kerning/tracking x 5 Text: Opt+Cmd+Left Arrow
Decrease leading Text: Opt+Up Arrow
Decrease leading x 5 Text: Opt+Cmd+Up Arrow
Decrease point size : Shift+Cmd+,
Decrease point size x 5 : Opt+Shift+Cmd+,
Decrease word space : Opt+Cmd+Delete
Decrease word space x 5 : Opt+Shift+Cmd+Delete
Delete Tables: Del
Delete one character to the left Text: Delete, Text: Shift+Delete
Delete one character to the right Text: Del, Text: Shift+Del
Delete one word to the left Text: Cmd+Delete
Delete one word to the right Text: Cmd+Del
Find Next Text: Shift+F2
Increase baseline shift Text: Opt+Shift+Up Arrow
Increase baseline shift x 5 Text: Opt+Shift+Cmd+Up Arrow
Increase kerning/tracking Text: Opt+Shift+Right Arrow
Increase kerning/tracking x 5 Text: Opt+Cmd+Right Arrow
Increase leading Text: Opt+Down Arrow
Increase leading x 5 Text: Opt+Cmd+Down Arrow
Increase point size : Shift+Cmd+.
Increase point size x 5 : Opt+Shift+Cmd+.
Increase word space : Opt+Cmd+\
Increase word space x 5 : Opt+Shift+Cmd+\
Load Find and Find Next instance Text: Shift+F1
Load Find with selected text Text: Cmd+F1
Load Replace with selected text Text: Cmd+F2
Move Down Tables: Down Arrow
Move Left Tables: Left Arrow
Move Right Tables: Right Arrow
Move Up Tables: Up Arrow
Move down one line Text: Down Arrow
Move to First Cell in Column Tables: Opt+Page Up
Move to First Cell in Row Tables: Opt+Home
Move to First Row in Frame Tables: Page Up
Move to Last Cell in Column Tables: Opt+Page Down
Move to Last Cell in Row Tables: Opt+End
Move to Last Row in Frame Tables: Page Down
Move to Next Cell Tables: Tab
Move to Previous Cell Tables: Shift+Tab
Move to beginning of story Text: Cmd+Home
Move to end of story Text: Cmd+End
Move to the end of the line Text: End
Move to the left one character Text: Left Arrow
Move to the left one word Text: Cmd+Left Arrow
Move to the next paragraph Text: Cmd+Down Arrow
Move to the previous paragraph Text: Cmd+Up Arrow
Move to the right one character Text: Right Arrow
Move to the right one word Text: Cmd+Right Arrow
Move to the start of the line Text: Home
Move up one line Text: Up Arrow
Normal horizontal text scale : Shift+Cmd+X
Normal vertical text scale : Opt+Shift+Cmd+X
Recompose all stories : Opt+Cmd+/
Replace with Change To text Text: Cmd+F3
Replace with Change To text and Find Next Text: Shift+F3
Reset kerning and tracking Text: Opt+Cmd+Q
Search in Spotlight [none defined]
Select Cells Above Tables: Shift+Up Arrow
Select Cells Below Tables: Shift+Down Arrow
Select Cells to the Left Tables: Shift+Left Arrow
Select Cells to the Right Tables: Shift+Right Arrow
Select line Text: Shift+Cmd+\
Select one character to the left Text: Shift+Left Arrow
Select one character to the right Text: Shift+Right Arrow
Select one line above Text: Shift+Up Arrow
Select one line below Text: Shift+Down Arrow
Select one paragraph before Text: Shift+Cmd+Up Arrow
Select one paragr. forward Text: Shift+Cmd+Down Arrow
Select one word to the left Text: Shift+Cmd+Left Arrow
Select one word to the right Text: Shift+Cmd+Right Arrow

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Select to beginning of story: Text: Shift+Cmd+Home
Select to end of story: Text: Shift+Cmd+End
Select to the end of the line: Text: Shift+End
Select to the start of the line: Text: Shift+Home
Start Row on Next Column: Tables: Enter
Start Row on Next Frame: Tables: Shift+Enter
Toggle Cell/Text Selection: Tables: Escape
Update missing font list: Opt+Shift+Cmd+/

TOOLS

Add Anchor Point Tool: =
Apply Color: ,
Apply Gradient: .
Apply None: /, Default: Num /
Apply default fill and stroke colors: D
Convert Direction Point Tool: Shift+C
Delete Anchor Point Tool: -
Direct Selection Tool: A
Ellipse Tool: L
Eyedropper Tool: I
Free Transform Tool: E
Gap Tool: U
Gradient Feather Tool: Shift+G
Gradient Swatch Tool: G
Hand Tool: H
Line Tool: \
Measure Tool: K
Page Tool: Shift+P
Pen Tool: P
Pencil Tool: N
Rectangle Frame Tool: F
Rectangle Tool: M
Rotate Tool: R
Scale Tool: S
Scissors Tool: C
Selection Tool: V, Text: Escape
Shear Tool: O
Swap fill and stroke activation: X
Swap fill and stroke colors: Shift+X
Toggle Content Collector and Content Placer: B
Toggle Text and Object Control: J
Toggle view setting between default and preview: W
Type Tool: T
Type on a Path Tool: Shift+T
Zoom Tool: Z

VIEWS, NAVIGATION

200% size: Cmd+2
400% size: Cmd+4
50% size: Cmd+5
Access zoom percentage box: Opt+Cmd+5
Activate last-used field in panel: Opt+Cmd+`
Close all: Opt+Shift+Cmd+W
Close document: Shift+Cmd+W
First Spread: Home, Default: Opt+Shift+Page Up, Presentation Mode: Home
Fit Selection in Window: Opt+Cmd+=
Force redraw: Shift+F5
Go to first frame in thread: Opt+Shift+Cmd+Page Up
Go to last frame in thread: Opt+Shift+Cmd+Page Down
Go to next frame in thread: Opt+Cmd+Page Down
Go to previous frame in thread: Opt+Cmd+Page Up
Last Spread: End, Default: Opt+Shift+Page Down
Last Spread: Presentation Mode: End
New default document: Opt+Cmd+N
Next window: Cmd+Tab
Next window Presentation Mode: Cmd+`Tab
Open/Close all panels in side tabs: Opt+Cmd+Tab
Previous window: Presentation Mode: Shift+Cmd+Tab
Save all: Opt+Shift+Cmd+S
Scroll down one screen: Page Down, Text: Page Down
Scroll up one screen: Page Up, Text: Page Up
Show 1st spot plate: Opt+Shift+Cmd+5
Show 2nd spot plate: Opt+Shift+Cmd+6
Show 3rd spot plate: Opt+Shift+Cmd+7
Show Black plate: Opt+Shift+Cmd+4
Show Cyan plate: Opt+Shift+Cmd+1
Show Magenta plate: Opt+Shift+Cmd+2
Show Yellow plate: Opt+Shift+Cmd+3
Show all plates: Opt+Shift+Cmd+`
Show/Hide all panels: Tab
Show/Hide all panels except toolbox: Shift+Tab
Toggle Character in Control Panel: Opt+Cmd+7
Paragraph Modes in Control Panel: Opt+Cmd+7
Toggle Keyboard Focus in Control Panel: Cmd+6
Toggle Measurement System: Opt+Shift+Cmd+U
Toggle between current and previous views: Opt+Cmd+2